

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address General Administration Office of Equal Employment Opportunity 21st Floor Peachtree Summit Bldg. 401 W. Peachtree Street Atlanta, Ga. 30365		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed AUG 9 1982 82-551 OCT 15 1982	
4. Person to Contact John Schadt		5. Working Title Asst. to the GM	6. Telephone Number 586-5243
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1975 Present	9. Records Series Title (followed by title used in office, if different) Staffing and EEO Staffing Reports Files		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Equal Employment Opportunity is responsible for ensuring that the Authority meets or exceeds all federal, state, and local EEO legal requirements. Specifically, the EEO staff (1) conducts a compliance review of all MARTA contractors and subcontractors to require programs of affirmative action, and (2) encourages minority business utilization by the Authority and its contractors to maximize opportunities for minority and small businesses to participate in the MARTA project. The Office formerly monitored the Authority's Affirmative Action Program to maintain an adequate level of minority and female employment. This particular function is now handled by the Affirmative Action Administrator in the Department of Human Resources.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file Documents relating to: the Authority's Affirmative Action Program Included are: Computer reports titled "Staffing" and "EEO Staffing" File is arranged: by report title, thereunder by calendar year and by month			
12. Monthly Reference Rate How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law of regulation. Personnel information
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed? Possibly in the future
X		j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 6 years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) **1** year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to **MARTA** State Records Center; hold **5** year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above, or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>Donna S. Green</i>	<i>7/23/82</i>		<i>Brenda K. Hall</i>	<i>7/30/82</i>
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<i>Josephine L. ...</i>	<i>7-27-82</i>		<i>John R. Young</i>	<i>8/2/82</i>
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<i>Josephine L. ...</i>	<i>7-27-82</i>		<i>Edward ...</i>	<i>10/14/82</i>
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<i>Regina H. Franklin</i>	<i>7/27/82</i>			